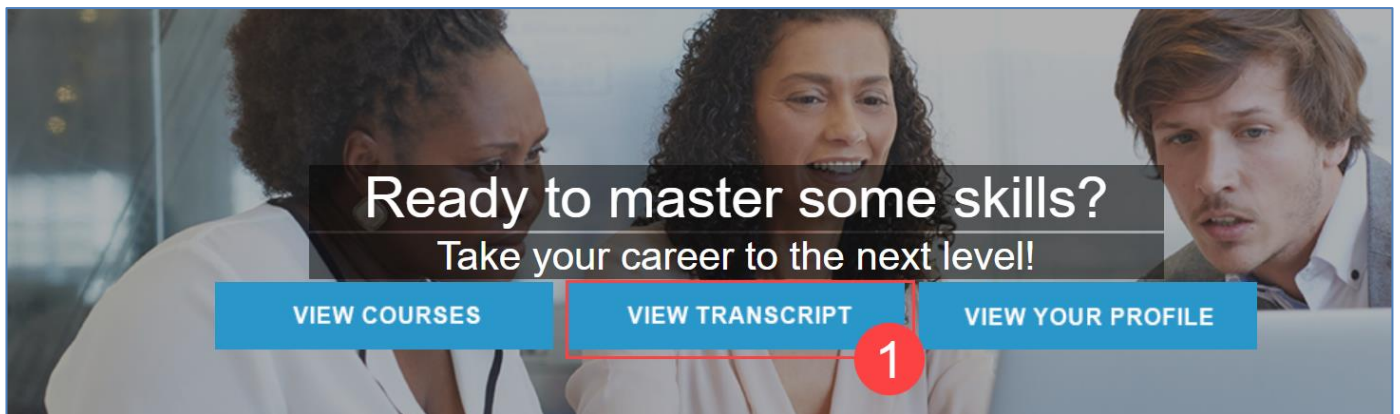DGS | CALIFORNIA DEPARTMENT OF **GENERAL SERVICES**

Request to withdraw from a course

There may be times when you need to withdraw from a course. This can be done quickly in Pathways.

To start, log into Pathways by copying and pasting the link: https://learning-dgs.csod.com/client/learning-dgs/orim.aspx.

Transcript – Active Course

Step	Direction
1	Once logged in, click on **View Transcript** on *Welcome Page*.
2	Next to the session you would like to withdraw from, click the dropdown arrow on **View Training Details**, then click on **Withdraw.** *The Withdraw Registration window displays.*

Updated 02/22/2022
By Office of Risk and Insurance Management
Questions? Contact Kelli Miyata at Kelli.Miyata@dgs.ca.gov

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Request to withdraw from a course

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: Flower Withdraw
Date / Time: (1) 4/30/2021 8:00 AM - 4/30/2021 5:00 PM
Location: DGS CBSC-Conference Room 1

SESSION WITHDRAWAL OPTIONS

Please select a reason

Comments

Submit   Cancel

Step	Direction
3	**Select reason** for withdrawal from the drop-down menu choices.
4	Enter **Comments** if applicable.
5	Click on **Submit**.

Your course withdrawal will be reflected on your transcript, and you will receive an email confirmation of withdrawal.

Active ▼   By Date Added ▼   All Types ▼   Search for training 🔍

Search Results (8)

Flower Withdraw (Starts 4/30/2021)
Due: No Due Date   Status: Withdrawn

Select Session ▼

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